



Privacy Policy

Once downloaded this policy may not represent the most up-to-date version so please review the [acpicer.com](https://www.acpicer.com) website for the most recent version.

Purpose of the document:

Aligned to the Data Protection Act 2018 and the UK General Data Protection Regulation 2018, this document describes the information governance stance of ACPICR on how we process and store personal information you provide to us.

Information collection and use during use of website:

Cookies

A cookie is a small text file written to a user's hard drive that contains the User ID but does not contain any personal information about users. The use of cookies is now widespread. The reason we use cookies is to save our users time on the site (so that users do not have to log in with a password more than once) and so that we can personalise a user's experience of the site. If a user sets up their browser to reject the cookie, they may still use the site although functionality will be impaired.

Links

This website contains links to other sites. Please be aware that the ACPICR is not responsible for the privacy practices of any other sites. We encourage our users to be security aware when they leave our site and to read the privacy statements of these third-party sites.

This privacy policy applies solely to information collected by the ACPICR website.

Information Collection and Use from Members:

Members who wish to access the 'members area' on the website will share their name and email address. Personal information is collected when someone wishes to join the ACPICR and chooses to complete a membership application form. This information is only shared, as necessary, with relevant members of the ACPICR executive committee. The ACPICR is the sole owner of the personal information collected from this site. We will not sell, share or rent this information to others.

ACPICR E-bulletins

Unless an ACPICR member has opted out of receiving our e-bulletin then all members will receive our e-bulletins during the year. Contact information is taken from membership application forms. We use MailChimp as our platform to design and send out our e-bulletins and email addresses are held on this site. MailChimp's Privacy Policy and Terms can be accessed by clicking [here](#).

Surveys

ACPICR members may be sent surveys occasionally. Participation in these surveys is completely voluntary, and the member can therefore choose whether to disclose any information requested. Information requested may include contact information (e.g. name, delivery address) and demographic information (e.g. postcode, age).

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, their information is protected both online and offline. When our registration and order forms ask users to enter sensitive information (such as a credit card number) that information is encrypted and is protected with the best encryption software in the industry - SSL. Whilst on a secure page, such as our order form, the lock icon on the bottom of web browsers such as Google Chrome and Microsoft Internet Explorer becomes locked, as opposed to unlocked, or open, as will be the case for most of the time that a user is browsing the web.

If there are any questions about the security at our website, please send an email to [**enquiries@acpicr.com**](mailto:enquiries@acpicr.com).

Correcting/Updating Personal Information for ACPICR Members

If a member's personally identifiable information changes (e.g. an address/postcode) or if a member no longer desires our service, we shall endeavour to correct, update or remove that member's personal data, which they provided to us. This can usually be done by the member submitting a membership form with the updated details or requesting specific actions via an email to [**membership@acpicr.com**](mailto:membership@acpicr.com).

Notification of Changes

If we decide to change our privacy policy, we shall post these changes on our website, so our users are always aware of the information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point, we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email (or by post if no email was ever given). Users can choose whether we use their information in this different manner.

NB:

In this policy the term 'user' applies to anyone who chooses to look at our website and interact with it.

A 'member' is also a 'user' but more specifically they are also someone who has chosen to join the ACPICR by completing an application form and paying a yearly subscription.



